

# Introduction

In March 2004, Virginia adopted an air quality regulation, 9 VAC 5-40-6990 (Article 48) that requires all auto body shops in Northern Virginia to register their facility(s) and meet specific requirements. The original compliance date was January 1, 2005. In order to facilitate this process, the Virginia Department of Environmental Quality (DEQ) has provided in this workbook, the necessary forms and instructions for you to register. Registration is mandatory and separate from participation in the Northern Virginia Auto Body Self-Certification Program.

DEQ is pleased to introduce you to the 2008 Northern Virginia Auto Body Self-Certification Program. This Program is a voluntary program to assist you in complying not only with the air regulation mentioned above, but also other environmental regulations that impact your type of business.

If your shop is located in one of the following counties or cities, the regulation applies to you and you may participate in this voluntary self-certification program:

Arlington County, Fairfax County, Loudoun County, Prince William County, Stafford County, Alexandria City, Fairfax City, Falls Church City, Manassas City and Manassas Park City.

This workbook is your primary reference to successfully participate in the Auto Body Self-Certification Program. This workbook should be used along with the self-certification checklist and forms found at the back of this workbook.

## Who Should Read This Workbook

Owners and on-site managers of auto body and collision repair and refinishing businesses.

## Why Should You Read This Workbook

1. Learn and understand the federal and state environmental requirements that apply to your shop;
2. Determine if your shop is following environmental laws and regulations;
3. Complete the Auto Body/Collision Repair Self-Certification Checklist, if you wish to participate;
4. Register your auto body shop, which is mandatory; and
5. Potentially improve the operation of your auto body shop and save some money.

Your reward for successful participation in the program is the satisfaction of having a shop that is in compliance with environmental regulations, and has an understanding of how to implement practices that can reduce pollution and save the shop money.

Any auto body shop, collision repair, or mobile refinishing business that successfully completes the Auto Body Shop Self Certification Program may not be subject to any environmental compliance inspections. For those shops that decide to participate in the Self-Certification Program, we will provide recognition for your shop's participation. We will present your shop with a plaque and door decal indicating your successful completion of the program. Additionally, we will provide future training opportunities for you as they arise.

There is no deadline for the submittal of the Self-Certification Program Package, or a shop's decision to participate. Shops can become Self-Certification Participants at anytime. Until such time that a shop actually submits the Self-Certification Package for the program it will remain subject to inspection.

Note that participation does not exempt a business from inspection or further actions should the DEQ receive a complaint about the operations of the business.

## How Is This Workbook Organized

This workbook has six sections. Each section covers an important topic that Virginia auto body shops will need to understand in order to comply with environmental regulations, and trying to improve their environmental performance:

- Best Practices
- Air Pollution
- Hazardous Waste
- Universal Waste and Used Oil
- Solid Waste
- Water Pollution

### Each Section Covers:

- Why is this important to you
- Do the requirements apply to your shop
- What are the requirements
- What do you need to know to fill out the self-certification checklist
- Good ideas or best management practices can you follow to take your shop beyond compliance

## How to Use This Workbook

Although this workbook looks long, it is divided into sections that can be read and used separately, as you need them and in any order you choose. You do not need to read the workbook all at once. For each Section, read the introduction to find out if that section applies to your shop. We highly recommend that you have the Auto Body/Collision Repair Self-Certification Checklist handy as you read and use the different sections. The workbook will help you answer the checklist questions.

## Do You Need Help

DEQ's Small Business Assistance Program is there to help any facility that needs help with registration, has compliance issues, or needs assistance in completing the Self-Certification Program. Please note that if your shop has not registered with the DEQ and therefore has not received a Virginia DEQ Air Registration Number, you are not in compliance with Regulations and may be subject to enforcement action. If you have questions, or need assistance, please call Richard Rasmussen, Director, Small Business Assistance Program at (804) 698-4394.

## Program Participation is Voluntary

### Registration is Mandatory

Registering your shop is mandatory — any auto body shop, collision repair shop or mobile refinisher that is located in any the localities listed on page 1 should now be registered with the Air Division of the DEQ Northern Regional Office. If your business has not registered, you may be in violation of Virginia Regulations for the Control and Abatement of Air Pollution, specifically Air Regulation 9 VAC 5-40-7090 found in (Article 48) Emission Standards for Mobile Equipment and Repair and Refinishing Operations [Rule 4-48]. You may be subject to enforcement action. If your business is new (established after January 9, 2006), or has not previously registered, or has changed addresses or ownership, you should have notified the DEQ within 30 days of beginning operations, or from the date of any change.

If you have not registered your shop, or notified DEQ of any changes, you must do so at once. If you need help, please call the DEQ Small Business Assistance Program at (804) 698-4394, or the Northern Regional Office at (703) 583-3831.

## **Acknowledgements**

The Northern Virginia Auto Body Self-Certification Program has brought together diverse resources in the creation of this workbook and the other materials needed for successful enrollment and completion of the Program. Without a doubt, this project would not have been possible if not for the generosity of the Delaware Small Business Assistance Program and the Florida Department of Environmental Protection Small Business Assistance Program. The Virginia Department of Environmental Quality and Virginia's auto-body shops are the beneficiaries of their efforts.

This workbook borrows heavily from the materials developed by Delaware, and also uses information and materials prepared by other states designed to address the environmental concerns of auto body and collision repair shops. We would like to recognize the Environmental Results Programs in Rhode Island, Florida, the District of Columbia, and Maryland. The authors extend their thanks for the contributions of these other programs to this workbook.

The Virginia Department of Environmental Quality wishes to offer special thanks to Kim Chesser, Delaware Small Business Ombudsman, and Mike Redig, Florida Department of Environmental Protection.

The authors also wish to thank the following individuals and organizations who provided countless hours of review and insight. Their contributions were invaluable to the development of the 2005 and subsequent workbooks: Pete Petursson, Virginia Autobody Legislative Council; Mike Anderson, Wagonwork Corp.; Sandra Gwynn, Washington Metropolitan Auto Body Association; and the Washington Metropolitan Auto Body Association

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**Thank you for participating!**